



Office of
THE PLANNING BOARD
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RECEIVED
 OCT 19 2021
**TOWN OF TOWNSEND
 TOWN CLERK**

Lance J. McNally, Chairman

Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chair

Julie Byars, Member

**Planning Board Meeting minutes
 Monday September 13, 2021, at 6:30 PM**

VIRTUAL MEETING

VIA: ZOOM PER GOVERNOR'S ORDER SUSPENDING CERTAIN PROVISIONS
 OF THE OPEN MEETNIG LAW, G.L. c. 30A, § 20†

PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom Meeting

<https://us02web.zoom.us/j/81461648163?pwd=akVDQitGaU53OURUNFZsdm80eigwUT09>

Meeting ID: 814 6164 8163 Passcode: 398046

All are invited to Attend - Materials and documents are available digitally upon request by emailing bfaxon@townsendma.gov.

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Chairman Lance McNally called the meeting to order at 6:32 pm. Roll call vote was taken as follows; Present – Julie Byars (J.B.), Carol Hoffses (C.H.), Vice Chair Laurie Shifrin (L.S.), Mike Virostko (M.V.) Chairman, Lance McNally (L.M.) others present: Elizabeth Faxon, Planning Board Admin., Hartley Pleshaw, TCAM.
- 1.2 Chairman's additions or deletions. Deleted item preliminaries agenda item 1.3.
- 1.3 ~~Approval of minutes August 23, 2021.~~

2 PUBLIC HEARINGS & APPOINTMENTS: votes may be taken.

2.1 6:45 pm. - 5 Turnpike Road – Site Plan Review special permit – proposed 58 new parking spaces and re-pavement of 117 existing parking spaces. Map 50 Block 57 Lot 0. RA3 Zoning District. Applicant: Michael Parretti

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public; provided, however, that all public bodies shall ensure public access to deliberations through adequate, alternative means, which include (but are not limited to) telephone, internet or satellite enabled audio or video conferencing or other technology that enables the public to clearly follow the proceedings of the public body while they are occurring. The Order also allows remote participation by all members of a public body; and waives the requirements that a quorum and the chair be physically present at the meeting location.

Present: Stanley Dillis, Dillis & Roy representing the Applicant, Michael Parretti (arrived 6:45pm), Applicant, Joseph Flynn, Abutter (arrived 6:45pm), Ron D., Tammy Kasidakos,

Chairman Lance McNally opened the public hearing for 5 Turnpike Road by reading the legal notice of public hearing into the record. L. Shifrin stated that per M.G.L. 268-A and because she is an appointed official to the Planning Board and a property owner at Country Estates as well as a trustee of Country Estates Condominium Association she is not permitted to speak at this public hearing and subsequently recused herself by turning off her microphone and camera.

Planning Board admin. shared the site plan on the meeting screen. Stan Dillis presented the proposal and site plan. He explained that 52 new parking spaces are proposed and explained the location of these spaces on the site plan. He stated the site is relatively flat consisting of sandy soils. The proposal is to pitch the slope of the new pavement towards the recharge trench at the end of the new pavement which will infiltrate additional stormwater runoff generated. He further stated that the entire site is going to be repaved and graded to the appropriate recharge infrastructure. He added that the paving work is not interfering with the septic system access ports and is well away from the water line. Planning Board admin. read aloud the referral comments received. Board of Selectmen comment: "please clarify the number of parking spots, if it is a 50% increase, given the spaces near the river consider stormwater management regulations. Additionally, please consider having plantings" Building Commissioner comment; "I have also looked closely at our zoning bylaws to determine if this proposal to add additional parking complies with our bylaws: TZB #145-33 Parking C. (5). The parking area parallel to Squannacook Terrace is very close to the required 5-foot setback, 6' feet. TZB #145-33 Parking C. (6). The plan does not show plantings as required by our Parking bylaw TZB #145-45 Floodplain District – the proposed additional parking is not located in the 100- or 500-year flood zone, although part of the property is located in the flood zone. TZB #145-40 Aquifer Protection District G. (4) states *"All runoff from impervious surfaces shall be recharged onsite, diverted towards areas covered with vegetation for surface infiltration to the extent possible. Dry wells shall be used only where other methods are not feasible, and shall be preceded by oil, grease and sediment traps to facilitate removal of contaminants"*. The applicant's engineer is showing dry wells as the only method of stormwater management. I would suggest having peer review conducted to evaluate the properties existing stormwater management as well as to review these plans to ensure that this proposal will not increase any stormwater problems that currently exist, if they exist. TZB #145-41 Squannacook River Area of Critical environmental concern. The plan does not delineate the 300' buffer in regard to this application of this bylaw. Section E. states enlargement, reconstruction or modification of any structure permitted prior to the establishment of this bylaw shall conform to the bylaw. Please ensure that these plans are not within 300' of the riverbank. The property contains 2 easements that I'm aware of. The proposed plan to pave additional spaces does not appear to conflict with these easements". Conservation Commission comment: "recommend tree plantings consider stormwater retention feature with added impervious surfaces to mitigate for offsite/downstream impacts. We recommend a formal maintenance plan with timeline for recharge trenches, please show distance to the Squannacook River on the site plan as well as the FEMA floodplain and mitigation plantings" Water Superintendent comment: "needs to be DIGSAFED before work is to be done, there are no service lines to the buildings shown on the plan only the main line is.",

Abutters comments from Joseph Flynn and Susan Teachout were read into the record. C. Hoffses asked for the reasoning for the 40% increase in parking spaces at the site. J. Byars asked about the email from J. Flynn and his concerns regarding runoff and flooding and she wanted to know if that is addressed in the plans or if the engineer could respond to those concerns. Mr. Dillis states that the existing drainage system will not be altered in any way. He continued that recharge trenches will be added and can provide the Board with an operations manual with procedures for maintenance and cleaning. They are designed to infiltrate the stormwater runoff and they are wrapped in filter fabric with stone covering so the stone can be removed, and the fabric can be cleaned. Mr. Dillis stated the Applicant will provide a detailed operations and maintenance plan at a future date. He stated that this proposal will not result in any additional stormwater runoff flow entering the existing system. He added that the design of proposed infiltration trenches will capture surface water runoff from the proposed new parking spaces independently of the existing system. Chairman McNally asked if the site plan has gradient or pitch of the paved surface so that the flow of the surface water runoff can be determined. He also asked if the recharge trenches contain oil antifreeze, or any contaminants that come off of vehicles. Mr. Dillis stated that the new paving areas will be at a 2% slope towards the recharge trench and that the recharge trenches do not contain contaminants in the surface water runoff. The distance from the Squannacook River was requested by the Chair and Mr. Dillis did not have the information at the time. Chairman McNally asked if there is a way to modify the recharge trenches so they would contain contaminants and Mr. Dillis responded a redesign could be done using catch basins with a sump pump arrangement that would contain parking lot runoff. M. Virostko asked about Mr. Flynn's comment about remediation work that was not completed years ago. He asked if the proposed recharge trenches designed so that they would mitigate the problem raised by the abutter. Mr. Dillis stated he is unfamiliar with the historical stormwater runoff issues on the site and reiterated that the recharge trenches proposed are designed to accommodate the runoff from the proposed parking spaces. M. Virostko asked about plantings and wanted to ensure that the requirement of plantings as in the Bylaw is adhered to. Mr. Dillis noted that one silver maple is proposed to be removed for the proposal and he will discuss this concern with his client to propose a planting plan to augment the very minimal existing plantings. Comments from the others present: Michael Parretti, Trustee Country Estates and Applicant made a comment about the rationale for the proposed new parking spaces. He noted that the capacity of the units are 2 residents with typically 2 cars and straining the parking situation. Currently there are 120 spaces, and the manager would like to bring that up to 160 spaces total or 2 per unit. He stated that he is planning the construction of a pavilion with trees and shrubs to beautify the grounds. Joseph Flynn commented, 12 Squannacook Terrace shared a FEMA floodplain map with his property pinned to illustrate where the existing stormwater runoff discharges. He noted his property is located in the AE flood plain zone. He noted that currently the stormwater runoff from Country Estates discharges via an open culvert at a point 20 feet behind his property in a wooded area. He states that historically there has been major problems with Country Estates and inappropriate stormwater discharge. He states that the pool has been drained and stormwater runoff this has flooded his property in the past. He notes the lack of curbing results in runoff sheetflow over the parking area, off of Country Estates and onto the adjacent properties on Squannacook Terrace continuing to the Squannacook River. He cited a stormwater runoff event that resulted in a torrent of water moving through his property destroying seeded areas and plantings, flooding his basement and the neighbor's basement. He states that the existing open culvert lies in the protected

zone namely the Squannacook River area of environmental concern and his concern is if the addition of almost 50% proposed parking spaces is permitted, the impact of the increase in associated runoff will increase the hazardous chemicals introduced to the Squannacook river buffer zone. He reports attending Conservation Commission meetings years ago about the impact issue on his property. He further stated that the culvert was confirmed to be located in the Squannacook river buffer zone. He made note of this proposals impact on septic system leach fields for Squannacook Terrace abutters as they are situated adjacent to the property boundary of Country Estates. He contended there will be an impact on the quantity of stormwater and the elevated levels of contaminants due to stormwater runoff naturally running off the property to the culvert directly behind his property, instead of the recharge trenches. Mr. Flynn recalled that an agreement was made at a Conservation Commission meeting that Country Estates was going to build a berm to contain stormwater runoff to mitigate the stormwater runoff issue. When asked about documentation for the agreement, Mr. Flynn remarked it was at a Conservation Commission meeting and at the meeting the Conservation agent had conducted a site visit and was in agreement that the open culvert was discharging into the ACEC and the buffer zone of the Squannacook River. Mr. Dillis stated he was unaware of any existing drainage issues and, will research this information and consider options for possible reparation and correction. Chairman McNally reviewed the items of discussion with Mr. Dillis which included update the site plan with plantings, provide mitigation measures and/or redesign recharge trenches for treatment of contaminants commonly found in stormwater runoff from parking lots, show the buffer zone for the Squannacook River, and provide an operations and maintenance plan for proposed stormwater infrastructure. He also suggested a peer review of the proposed drainage and stormwater runoff system after the revised plans are received by the Planning Board office. J. Byars made a motion to have the Admin. collect request for quotes for a peer review of the revised site plan for professional engineering review and comment on the proposed drainage and stormwater runoff mitigation. C. Hoffses seconded. A Roll call vote was taken as follows; YES – C. H., J.B., M.V., L.M. The motion carried. J. Byars made a motion to continue the public hearing for 5 Turnpike Road to September 27, 2021, at 6:45pm. C. Hoffses seconded. A Roll call vote was taken as follows; YES – C. H., J.B., M.V., L.M. The motion carried.

L. Shifrin rejoined the meeting at 7:13pm.

3 **WORKSESSION: votes may be taken.**

- 3.1 Townsend Master Plan 2021 Final DRAFT Version 1. – Master Plan committee is working on incorporating comments and edits they have received. Next expected Committee meeting is Wednesday 9/15/2021. The Planning Board anticipates receiving an updated version and once this is received will scheduled a dedicated worksession meeting to review as a Board. L. Shifrin added she attended the Master Plan Committee on 9/1/21 and reviewed comments from ZBA Members, and adjustments were made during that session. Most of the comments were added and all were discussed. She recommended viewing the Committees taped worksessions to better understand the changes incorporated. The next meeting scheduled for 9/8/21 was cancelled.
- 3.2 District Technical Local Assistance Grant – Townsend Master Plan 2021 – status update – none at this time. L. Shifrin added she attended the MRPC meeting and

- noted that Karen Chapman has replaced John Hume at MRPC. They are looking to fill her position and she is covering both positions.
- 3.3 ZBA Referral – 18 Main Street – Hannaford Signage. The Board reviewed the application and returned no comment. C.H. made a motion that the Planning Board reply with no comment on 203 Main Street ZBA referral. M.V. seconded. A roll call vote was taken as follows: YES- M.V., L.S., C.H., J.B., L.M. The motion carried.
 - 3.4 ZBA Referral – 203 Main Street – proposed addition on a pre-existing non-conforming lot. C.H. made a motion that the Planning Board reply with no comment on 203 Main Street ZBA referral. J.B. seconded. A roll call vote was taken as follows: YES- M.V., L.S., C.H., J.B., L.M. The motion carried.
 - 3.5 Safe Routes to School (SRTS) update. Carol Hoffses. – C. Hoffses attended a Massachusetts Safe Routes to School networking call. The topic was arrivals and dismissals at school. Also discussed on the call were available grants for sidewalks and walkability studies which Townsend has in process. She noted that at the end of last school year almost every parent was dropping off and picking up their children at school which made the process very lengthy. This school year, parents have become more comfortable using the bussing transportation which will alleviate the number of pickups at the schools.
 - 3.6 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Core Team Members and Staff. Admin. is working to set up a meeting for Department heads via TCAM hosted Zoom to update various responsible departments for the sections of the 2020 Hazard Mitigation Plan they will be working on.
 - 3.7 Townsend Walkability & Bike-ability Study & Unified Planning Work program update. Staff. Admin. updated that MRPC updated that the walkability study is still being completed and should be in draft form by the end of September. The report write up will include existing conditions, public input and recommendations as well as the following maps: the study area, the sidewalk inventory, traffic volumes, crashes, inventory of road facilities and recommendations. The Main Street rt. 119 at West Elm St./Canal St. intersection study update was received from MRPC. The report will include an examination of existing conditions, traffic congestion analysis, safety analysis, pavement condition analysis, and a set of improvement alternatives for the Town. The study is 75% complete and the Planning Board can anticipate receiving a draft report by the end of September.

4 **CORRESPONDENCE: votes may be taken.**

- 4.1 Notices from Townsend/other towns. Admin. read summaries of the Notices received.
- 4.2 Invitation to a Joint meeting with Townsend Housing Authority, Housing Trust and Planning Board. Date scheduled Thursday, October 14, 2021, at 7:00 pm. Noted.

C. Hoffses made a motion to adjourn at 7:53pm. J. Byars seconded. A Roll call vote was taken as follows; YES – C. H., J.B., M.V., L.M. The motion carried.

Materials are available digitally upon request by emailing
bfaxon@townsendma.gov

Items on file:

1. Application and site plan review special permit at 5 Turnpike Road, Country Estates.
2. Referral comments for 5 Turnpike Road, Country Estates site plan review special permit from Town staff, Boards and Commissions.
3. Email from Joseph Flynn to Jessica Consolvo dated 9/8/2021 re: Country estates plan
4. Email from Susan Teachout to Beth Faxon dated 9/10/2021 re: comments for hearing on 9/13/2021, for proposed Country Estates expansion of paved parking.
5. ZBA Referral form and application for 18 Main Street – Hannaford sign variance.
6. ZBA Referral form and application for 203 Main Street – proposed addition of a deck.
7. Email from Joseph Flynn to Conservation Agent Dated 9/10/2021. RE: country estates plan.
8. Email from Susan Teachout to Beth Faxon dated 9/10/21 RE: comments for hearing on 9/13/21, for proposed Country Estates expansion of paved parking.
9. Email to Beth Faxon from Sheri Bean, MRPC dated 9/8/2021 re: Townsend Unified Planning Work Program (UPWP) projects status update.
10. Email from George Snow, MRPC to Beth Faxon dated 9/8/2021 re: Townsend Unified Planning Work Program (UPWP) projects status update.

Respectfully submitted,

Approved on: October 18, 2021

Elizabeth Faxon

Planning Board admin.

Join Zoom Meeting

<https://us02web.zoom.us/j/81461648163?pwd=akVDQitGaU53OURUNFZsdm80ejgwUT09>

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